



North Halifax Grammar School Academy Trust

Caretaker Job Description

Salary	NJC Scale 3 Point 5-6 - £18,795 per annum starting salary
Hours	37 hours per week, (Monday to Friday) with annual leave entitlement of 22 days per annum plus 12 days for official Bank Holidays and additional school closures.
Tenure	Permanent
Responsible to	Premises Manager & Academy Finance Director

Main Purpose of the Role:

To contribute to the achievement of the school's aims and objectives in the School Improvement Plan by:

- being responsible for the security of the school's buildings and grounds.
- contributing to the health and safety of everyone who uses the school.
- facilitating the use of the school by students, staff, governors, parents and others.
- maintaining the school to a high standard of cleanliness and maintenance.
- being committed to Lifelong Learning and Development personally.

Key Responsibilities

Security

- Security of the school, including the opening and closure of buildings and grounds as appropriate.
- Routine liaison with security contractors and the link for dealing with incidents.
- Being on-call on a rota basis.

Health & Safety

Monitoring health and safety standards of the school's estate

- Contributing to the organisation of Fire Drills, maintaining safety equipment and systems.
- Liaising with police/fire services.

Cleaning

- Appointment, management and supervision of cleaning staff in liaison with the Premises Manager.
- Development and training of cleaning staff.
- Monitoring of cleaning standards throughout the school.
- Removal/cleaning of all graffiti.
- Control of collection/removal of all rubbish from school.
- Routine cleaning of school grounds including the parking area and steps, walkways, MUGA etc.

General maintenance and minor repairs including but not exclusively

- School heating systems.
- Removing broken glass and boarding of windows.
- Unblocking lavatories, cleaning up after accidents/illness, unblocking outside drains and gullies.
- Replacing light bulbs/tubes.
- Repairing lockers, hasps, staples, hinges and door handles.
- Polishing and sealing of wooden floors.
- Salting and sanding outside areas in winter.

- Undertaking routine legionella testing.
- Painting and decorating.
- Other maintenance as required.

Routine Organisation

- Setting out the hall and stage each day as required.
- Setting out the areas of school for meetings, events and lettings and contributing to the provision of catering and cleaning as appropriate for meetings.
- Setting out and clearing of the hall, gym and other rooms as required for examinations.
- Moving furniture and equipment as required.
- Day-to-day portering of supplies, materials etc.

Other

- Cleaning duties as required during staff absences.
- Attending staff meetings as appropriate.
- Liaising with external contractors and routine tradesmen.
- Other duties as required by the Premises manager.
- Collection and delivery of the minibus for school use and for servicing and fuel requirements.

A flexible approach to working hours is essential. Hours of work are on a weekly shift basis between 6.30am and 6.30pm.

In addition, evening and weekend work will be required on a rota basis.

Responsibility for dealing with emergency call outs will be on a rota basis, for which a daily allowance will be paid.

Key Responsibilities for support of the Academy:

- To contribute to the overall values and vision of the Academy.
- To undertake personal development and improve own practice through training and other learning activities including performance management as required.
- To work as part of a team and support the role of other people within the team.
- To act as a role model demonstrating the Academy's values at all times, including being aware of and responding appropriately to the individual needs of staff, students and visitors.
- To be aware of and comply with policies relating to safeguarding, child protection, health and safety, confidentiality and data protection, reporting any concerns to the appropriate nominated person.
- To provide administration support to the Academy as directed by your Line Manager.

Note:

These duties are neither exclusive nor exhaustive and the post holder may be required to undertake other duties and responsibilities and activities relating to the general administration and control of the school as may reasonably be required.

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualifications and Experience	<ul style="list-style-type: none"> Evidence of similar or related work. 	<ul style="list-style-type: none"> Relevant qualifications or recognised trade. Work in educational environment particularly secondary Academy. 	Application form Reference Interview
Knowledge and Skills	<ul style="list-style-type: none"> Buildings and ground maintenance. Health & Safety issues. Cleaning, minor repairs and maintenance tasks. Holds a full UK driving licence. Ability to take ownership of own areas of work with minimal supervision required. 		Application form Reference Interview
Personal attributes	<ul style="list-style-type: none"> Flexibility in times of work. Resilience, the ability to work under pressure and be able to meet deadlines. Ability to work constructively and flexibly as part of a team and as an individual. Excellent communication skills (including written, oral and presentation skills). To provide a high level of service and support to all colleagues, students, visitors and third parties. Excellent organisational skills. 		Application form Reference Interview
Practical and Intellectual Skills	<ul style="list-style-type: none"> Good communication skills. Efficient and effective organisation and administration. Ability to plan ahead. Ability to meet deadlines. Ability to establish good working relationships with colleagues, contractors and visitors. Participate in effective performance management. Minor repairs and maintenance tasks in the Academy buildings. 	<ul style="list-style-type: none"> Use of ICT and current applications. 	Application form Reference Interview
Training	<ul style="list-style-type: none"> A positive attitude and commitment to continuous professional development. 	<ul style="list-style-type: none"> Evidence of relevant training. 	Reference Interview